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**CENTRAL INTELLIGENCE AGENCY  
WASHINGTON 25, D. C.**

2 August 1951

**MEMORANDUM OF CONVERSATION**

1. At the meeting held in CIA, Wednesday, 25 July 1951, attended by representatives of Treasury, Commerce, Labor, Agriculture, ECA and the Export-Import Bank, the following was agreed:

a. That these agencies would furnish CIA lists of their employees engaged in foreign travel on a regular weekly basis, to include:

- (1) Name
- (2) Title, position or speciality
- (3) Purpose of travel
- (4) Itinerary
- (5) Date of expected return

b. That CIA will compile periodic lists to be made available to all Government agencies in Washington.

2. CIA, therefore, requests that an office or officer in each department or agency be designated to furnish the above information to this Agency. Details as to the form, time, and method of transmission of this information will be worked out between the office you designate and the CIA Liaison offices accredited to your Agency.

3. If CIA should desire to debrief any of the individuals whose names are submitted by your department, special arrangements will be made through the normal liaison channels.

**JAMES Q. REBER  
Assistant Director  
Intelligence Coordination**

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